

**CLASS TITLE: CHIEF, DIVISION OF LABOR RELATIONS, RESEARCH
AND INFORMATION (DLT)**

Class Code: 02587800
Pay Grade: 35A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and direct the work of the staff of the Division of Labor Relations, Research and Information, in the Department of Labor and Training, engaged in a comprehensive labor relations and personnel program; the design and conduct of statistical research studies; the compilation and interpretation of statistical analyses and reports; a public relations and information program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Labor and Training with wide latitude for the use of independent judgment and initiative; work is reviewed by the Director for results obtained and conformance to established policies and provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of staff members; reviews work in process or upon completion for proficiency and conformance to laws and policies.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct the work of the staff of the Division of Labor Relations Research and Information engaged in activities such as:

The recruitment of department personnel and the processing of all personnel actions in accordance with the Rhode Island State Merit System Act and Rules, and the maintenance and analyses of personnel records; the maintenance of an employee relations program;

Explaining State Merit System laws, rules and procedures to the departmental personnel; interpreting departmental and employee needs to the State Personnel Division involving problems of classification, salary, status of employees, layoffs, suspensions, dismissals, leaves, reinstatements, reemployment and examinations;

The coordination of the departmental in-service training program with the overall in-service training program directed by the Personnel Administrator and to cooperate him or his representative in the development and maintenance of an effective in-service training program for the Department;

The collection, compilation and presentation of statistical analyses and reports relating to the economy of Rhode Island, the financial condition of the Employment Security and Temporary Disability Insurance Funds, Job Service, Unemployment Insurance and Temporary Disability Insurance activities and other related subjects.

To meet with employee representatives when directed to represent the Department Director in such meetings, and to hold conferences relating to the department's program of labor relations and collective bargaining negotiations.

As required, to represent the Department before the State Labor Relations Board.

As required, to supervise a staff engaged in the conduct of a comprehensive public relations and information program, including media contacts, correspondence and preparation of information material.

To participate in the formulation and effectuation of over-all policy; under the Director, to be responsible for the planning and programming of divisional activities and to coordinate such activities with over-all departmental activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the State Merit System Act and Personnel Rules and the ability to interpret and apply the provisions of such Act and Rules; a working knowledge of the principles and practices of a departmental personnel, training and employee relations program and the ability to apply such principles and practices; a working knowledge of the State's Labor Relations Laws as they apply to state employees; the ability to investigate individual employee problems and complaints and to assist employees in the solution of such problems and complaints; the ability to negotiate collective bargaining agreements and handle grievances; the ability to lay out, supervise and evaluate the work of assistants engaged in performing assigned tasks in a comprehensive departmental personnel program; the ability to direct the collection, compilation and evaluation of statistical and narrative reports and analyses; the ability to plan and direct a departmental public relations programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business or Public Administration, including completion of courses in economics, statistics, organization and management, personnel, labor relations; and

Experience: Such as may have been gained through: employment in a supervisory capacity in the field of statistical research as applied specifically to socio-economic problems and employment in a supervisory capacity involving labor relations, application of modern personnel methods, policies and practices in such fields as public or private personnel administration including staff training and public relations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 5, 1977

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